NEW YORK STATE DEPARTMENT OF TRANSPORTATION MATERIALS BUREAU ALBANY, NY 12232	MATERIALS METHOD - NY 18.3
MATERIALS METHOD	ISSUE DATE -December 1, 1976

AGGREGATE SAMPLE AND ACCEPTANCE TRANSMITTAL FORM BR-3

Approved By - Harry H. McLean HARRY H. McLEAN, DIRECTOR - MATERIALS BUREAU	MAP CODE 7.42-1-18.3

I. SCOPE

Form BR-3, entitled "Aggregate Sample and Acceptance Transmittal", accompanies all samples of fine and coarse aggregate obtained by Department representatives and submitted to the Materials Bureau. This includes samples obtained at aggregate sources as well as at portland cement and bituminous concrete batching facilities.

Form BR-3 is a four-part, color-coded, snap-out form with provision for entering both sample identification by the Inspector and, upon completion of testing by the Materials Bureau, acceptance or rejection action along with any necessary test data. A copy of the form is then returned to the office of the originating inspector.

The provisions of this Method supercede the definition of Form BR-3 contained on page 5 of Materials Method N.Y. 7.1 dated 1/15/73.

II. EXECUTION AND TRANSMITTAL

1. All entries to be printed by ball point pen or typewriter.

2. Use sufficient pressure to assure legibility of all copies.

3. Do NOT use Rubber-Stamp entries.

4. All entries to be in accordance with these instructions.

5. Following completion remove gold copy by carefully detaching it from the left hand stub of the form without disrupting the assembled set. Retain this copy.

6. Insert completed form in a "Sample Transmittal Envelope", Form BR-241. Do not fold.

7. Affix envelope to bag containing the sample. When more than one bag is used, the serial number of the BR-3 must be written on the envelope or address tag (BR-108) for each bag in the sample and a tag showing this serial number should be placed inside each bag. (The yellow BR-131 tag is adequate for this purpose.)

II. EXECUTION AND TRANSMITTAL (cont'd)

8. The Department's pre-addressed forms, BR-241 or BR-108, should be used to direct the package to its proper destination. When these forms are not used, the correct address is as follows:

TO: Materials Bureau
NYS Department of Transportation
State Campus - Building #7
1220 Washington Avenue
Albany, New York 12232

9. Upon completion of tests the Materials Bureau will complete the "action" portion of the form and affix a validation signature in the box on the lower right.

10. The white copy of the form with the final action and validation affixed will be returned to the Department or Inspection Agency office having supervision over the Inspector who submitted the sample.

III. ENTRY INSTRUCTIONS

The upper portion of Form BR-3 and the lower right hand box entitled "Materials Bureau Validation" are for use ONLY by Materials Bureau personnel in Albany and no entries are to be made by the Inspector in those portions of the form.

Inspector entries are to be made ONLY IN THE NUMBERED BOXES. Not all boxes are applicable to each type of Aggregate sample.

The following guidelines explain the information required and the format in which it should be entered by the inspector for the various numbered boxes.

Box 1 - Should include the type of material i.e. sand, stone, gravel, etc. AND the primary size, #1's, #1A's, #2's, #1's and 2'S mixed, etc.

Box 2 - Department Item Number, either one of the 703 series OR for High Friction samples, 402.02, 403.02 or 403.04 as applicable OR the appropriate 500 series pay item for petrographic samples from concrete batch plants.

Box 3 - MONTH/DAY/YEAR in numberical format i.e. 9/16/76.

Box 4 - Enter Department assigned Source Number for Biennial, Hot Bin and Petrographic samples. No entry needed for "Information" or "Other" samples. Show all source numbers for Hot Bin samples from blended mixtures. (Use Box 13 if necessary).

NYSDOT
Library
50 Wolf Road, POD 34
Albany, New York 12232

III. ENTRY INSTRUCTIONS (cont'd)

Box 5 - Check the appropriate box in accordance with the following definitions.

BIENNIAL - A required sample for Approved Operating Sources when the last acceptance is two years old. (MM 7.1 Definition 5a (1)).

HOT BIN - Sample obtained at a Bituminous Concrete Batch Plant from #1 and/or #1A sizes as sieved during the Hot Bin Analysis. (MM 5.11-V).

PETROGRAPHIC - Sample obtained from Approved Operating Sources actually supplying Department projects. (MM 7.1 Definition 5b).

INFORMATION - Samples taken under any of the following conditions:

a. At an approved Source when a change in the character of the processed aggregate occurs. (MM 7.1 Definition 5a (2)).

b. At an Approved Source when the location of the source of raw material is shifted or a change in character of the raw material occurs. (MM 7.1 Definition 5a (3)).

c. At an Approved Source when considered necessary by the Department. (MM 7.1 Definition 5a (4)).

OTHER - Samples taken under any of the following conditions:

a. A non-approved or rejected operating source.

b. A proposed unopened source.

c. A stockpile sample at a precast or prestressed concrete plant located out-of-state and away from an Approved Source.

d. Samples taken which do not fit any of the above definitions. Explain in Box 13.

Box 6 - Company name of aggregate source. If more than one, use Box 13.

Box 7 - Mailing address of aggregate producer. (Not needed for hot bin or petrographic samples).

Box 8,9,10 and 11 - Applicable for Biennial and Information samples only.

III. ENTRY INSTRUCTIONS (cont'd)

Box 11 - For future use; not required until specifically notified by the Materials Bureau.

Box 12 - Entry will normally be one of the following:

Stockpile	Hot Bin
Run-of-Bank	Cold Feed
Ledge	Belt

Box 13 - Remarks and other information when necessary.

a. For Hot Bin samples, the following must be entered:

1. Job Mix Formula Number.
2. The % batched for Item 403-02.

b. For Prestresses Aggregates enter the Department contract number.

c. For multi-bag samples, the number of bags must be entered.

Box 14,15,16 and 17 - Applicable for Hot Bin and Petrographic samples, not required for Biennial samples.

Box 14 - For Hot Bin, include Plant Name, Pugmill Number and Location, e.g. Gen. Crushed, #4, Auburn. For Prestress Aggregates, enter prestress plant name and location.

Box 16 - This should be a definite amount usually to the nearest ton.

Box 17 - Enter all Test Numbers when more than one source is involved.

Box 18 - Print name of inspector securing the sample together with his affiliation (NYSDOT Region Number or Inspection Agency name).

IV. EXAMPLES

1. BIENNIAL SAMPLE

BR-3a (1/76) (NYS DOT) **AGGREGATE SAMPLE AND ACCEPTANCE TRANSMITTAL** | Serial Number: 000021 | Date Received | Test Number

TO: | Material Represented by the Sample Described Below Was

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

TEST DATA: Specific Gravity | Absorption | Fineness Modulus

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

1. Material (Type & Size)	2. Item	3. Date Sampled	4. Source No.	5. Type of Sample
SAND	703-01	10/20/76	5-4F	☒ Biennial ☐ Hot Bin ☐ Petrographic ☐ Information ☐ Other

6. Aggregate Producer: GRITTY SAND CO.
7. Address: 1290 GRAVEL Rd. EAST GRANITE, N.Y. 11111
8. Town: LAKEVILLE | 9. County: ERIE
10. USGS Coordinates: 20-6-J/K-31/32
11. Latitude/Longitude: _____

13. Additional Information: 1 bag – 50#

RETAIN GOLD COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

12. Sampled From: STOCKPILE
18. Sampled by (Include Region or Agency): J. W. SPLITROCK #5

14. Sampling Location
15. Time Sampled | 16. Quantity
17. Current Acceptance No.: 74AF999N
Materials Bureau Validation

2. HOT BIN SAMPLE

BR-3a (1/76) (NYS DOT) **AGGREGATE SAMPLE AND ACCEPTANCE TRANSMITTAL** | Serial Number: 000025 | Date Received | Test Number

TO: | Material Represented by the Sample Described Below Was

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

TEST DATA: Specific Gravity | Absorption | Fineness Modulus

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

1. Material (Type & Size)	2. Item	3. Date Sampled	4. Source No.	5. Type of Sample
CR. STONE - #1S + 1A's	403-02	11-25-76	2-43R	☐ Biennial ☒ Hot Bin ☐ Petrographic ☐ Information ☐ Other

6. Aggregate Producer: SPECIALTY CRUSHED STONE
7. Address:
8. Town | 9. County
10. USGS Coordinates
11. Latitude/Longitude

13. Additional Information: 3-69R
#6, NORMAL AGG. CORP.
JOB MIX FORMULA NO. 1
% BATCHED: 1A = 36.0%, 1 = 24.0%
2 – PINT CONTAINERS

RETAIN GOLD COPY FOR YOUR RECORDS
FORWARD ALL OTHERS TO MATERIALS BUREAU

12. Sampled From: HOT BIN
18. Sampled by (Include Region or Agency): J. R. KIMARWA R-2

14. Sampling Location: ALLIED BLACKTOP, #3 LIMEROCK, N.Y.
15. Time Sampled: 12:00 | 16. Quantity: 250 TONS
17. Current Acceptance No.: 74AR19, 75AR69
Materials Bureau Validation

IV. EXAMPLES

3. PETROGRAPHIC SAMPLE AT SOURCE

BR-3a (1/76) (NYS DOT) **AGGREGATE SAMPLE AND ACCEPTANCE TRANSMITTAL** | Serial Number: 000024 | Date Received | Test Number

TO: | Material Represented by the Sample Described Below Was: _____

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

TEST DATA
Specific Gravity
Absorption
Fineness Modulus

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

1. Material (Type & Size)	2. Item	3. Date Sampled	4. Source No.	5. Type of Sample
CR. GRAVEL - #2	703-02	12-25-76	10-69G	☒ Petrographic ☐ Biennial ☐ Information ☐ Hot Bin ☐ Other

6. Aggregate Producer	13. Additional Information:	14. Sampling Location
ABC SAND & GRAVEL		
7. Address		15. Time Sampled / 16. Quantity
8. Town: SEASHORE / 9. County: NEW YORK		17. Current Acceptance No.: 75AG999C
10. USGS Coordinates: 89-9-K-27	RETAIN GOLD COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU	Materials Bureau Validation
11. Latitude/Longitude	12. Sampled From: STOCKPILE / 18. Sampled by (Include Region or Agency): G-GNUOT, R-10	

4. STOCKPILE SAMPLE AT PRESTRESS PLANT

BR-3a (1/76) (NYS DOT) **AGGREGATE SAMPLE AND ACCEPTANCE TRANSMITTAL** | Serial Number: 000022 | Date Received | Test Number

TO: | Material Represented by the Sample Described Below Was: _____

ON _____ For _____

(Action Official Only When Validated Below By The Materials Bureau)

TEST DATA
Specific Gravity
Absorption
Fineness Modulus

UPPER PORTION FOR MATERIALS BUREAU ONLY – INSPECTOR TO COMPLETE ALL APPLICABLE BOXES BELOW

1. Material (Type & Size)	2. Item	3. Date Sampled	4. Source No.	5. Type of Sample
#1 CR. STONE	703-02	9/12/77	—	☐ Petrographic ☐ Biennial ☐ Information ☒ Other ☐ Hot Bin

6. Aggregate Producer	13. Additional Information: D95535	14. Sampling Location
BERKSHIRE STONE CO	2 Bags - 50 Lbs each	XYZ PRESTRESS EAST SHORE, CONN.
7. Address: 19 QUARRY DR. KENVIL, CONN. 26442		15. Time Sampled / 16. Quantity
8. Town / 9. County		17. Current Acceptance No.
10. USGS Coordinates	RETAIN GOLD COPY FOR YOUR RECORDS FORWARD ALL OTHERS TO MATERIALS BUREAU	Materials Bureau Validation
11. Latitude/Longitude	12. Sampled From: STOCKPILE / 18. Sampled by (Include Region or Agency): R.W. PORTLIG, JTL	

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